

APPENDIX C

POSITION CLASSIFICATION REVIEW AND APPEAL PROCEDURES
FOR ADMINISTRATIVE SUPPORT, PATRON SERVICES ,
AND UNIVERSAL ANNUAL POSITIONS

A. COVERAGE

These procedures apply to NAF employees in the Administrative **Support** (AS) , Patron Services (PS) , and Universal Annual (UA) categories who are subject to the provisions of DoD Instruction 1401.1.

B. POSITION REVIEW SYSTEM PROCEDURES

1. The Right to Appeal. Under the position classification review and appeals system, an employee may request a review of the grade, title, or series assigned to his or her position. The **job** standards, position description accuracy, pay rate, or wage schedule rate are not subject to a review or appeal procedure.

2. Position Description (PD) Accuracy

a. Dissatisfaction with a Position Description (**PD**) should be resolved locally through review and grievance procedures. In such cases, any objections the employee may have to the PD shall be taken into consideration provided the appeal file includes documentation that the employee's dissatisfaction has been considered and a decision rendered under the provisions of Chapter V, Subsection **A.4**. A decision based on these considerations shall be made within the 60-day time limit established in paragraph B.3.b, below.

b. If the accuracy of the PD cannot be resolved, the appropriate DoD Component Headquarters or Commander, **AAFES**, shall decide the request for classification review on the basis of the actual duties required to be performed on a continuing basis.

3. DoD Component Review System. Each DoD Component shall establish a system that facilitates a timely review of employees' applications" for position classification reviews. The provisions of this system shall be published and made available to NAF AS, **PS**, and UA employees, their representatives, and recognized labor organizations. The DoD Component review procedures must provide for:

a. One review level only within the DoD Component before the final decision is issued. This level shall be above the position classification authority level that took the action for the review requested.

b. When a decision is not issued by the DoD Component authority within 60 days from the date the employee filed the application for review, the employee may request that a higher Component-level assume jurisdiction. When no higher Component-level exists, the employee may submit the application for review to the DOD NAF Personnel Policy Office.

c. The DoD Component shall base the decision on the record, in writing. When the request is not sustained, the employee shall be advised of his or her further right of appeal to the DoD NAF Personnel Policy Office. In addition, the decision shall include an analysis of the employee's job compared with appropriate DoD **NAF** Job-Grading Standards for AS and PS positions, or with DoD and OPM Position Classification Standards for UA positions. If the decision sustains the employee's application and corrective action is necessary, the effective date of change in the grade of the job shall not be **later** than the first day of the first pay period, beginning after the 60th **day** from the date the application was filed.

d. When a classification action results in a change to a lower grade or loss in pay, the ~~DoD~~ Component shall notify the affected employee promptly, in writing, of its decision and the effective date. The normal effective date of a change in pay because of a grading or regrading of a position is the date the action is approved in the agency, or a later date specifically stated. However, the effective date may not be later than the beginning of the first **pay period** that begins after the 60th day from the date of the classification action that results in a change to a lower grade or loss in pay. The notice shall advise the employee about his or her right to review by the Component authority and right to appeal to the DoD NAF Personnel Policy Office. Additionally, the notice shall specify that to be entitled to retroactive corrective action, the employee must request review within 15 calendar days of the effective date of the change to a lower grade or loss of pay.

e. An employee filing an application for review under the DoD Component or DoD appeals system has the right to be represented and advised by a representative of his or her own choosing, and to take a reasonable amount of official time to present the application. An employee who submits an application for review and the employee's representative shall be free from restraint, interference, coercion, discrimination, or reprisal because of his or her participation in the review system.

c. APPLICATION FOR REVIEW

1. Content of Application. An employee's application shall be in writing and shall clearly state the reasons the employee believes his or her job is erroneously classified. The application shall include:

- a. **Full** name and mailing address.
- b. Location and organizational designation of employment.
- c. present title, series, and grade.
- d. Requested title, series, and grade.
- e. A statement of facts that the employee believes may affect the classification of the position.

2. Employee Responsibilities. The employee shall furnish any additional facts promptly that may be requested by the DoD Component review authority or the DoD NAF Personnel Policy Office.

3. Time Limit for Filing Application. An employee may file an application for review at any time. However, when the application involves a reduction in grade or loss of pay, it must be filed in a timely manner as in paragraph **B.3.d.** of this Appendix to establish and maintain entitlement to retroactive corrective action. This time limit may be extended if the employee can show that he or she was not notified of the time limit, was not aware of it, or was prevented by circumstances beyond his or her control from filing an application within the prescribed time limit.

4. Cancellation of Application. An employee's application for review or appeal under the DoD Component or DoD appeals system shall be canceled immediately when:

a. The employee requests the termination of his or her application. This request must be in writing.

b. It is learned that the employee is no longer in the job that was the subject of the application, except when the employee is entitled to retroactive benefits, including benefits allowable after the death of the employee.

c. **An** employee fails to prosecute or furnish required information promptly.

D. POSITION CLASSIFICATION APPEALS REVIEW FILE

Each DoD Component is responsible for maintaining a position classification review file that shall constitute the review record. This record may not contain any information that is not made available to the employee. This review file shall include:

1. An individual PD in which the duties are certified as being accurate. (If this cannot be accomplished, documentation of disputed duties and responsibilities shall be attached to the official PD.)

2. Pertinent organizational charts reflecting the location of the position.

3. **An** analysis and evaluation of the duties and responsibilities of the employee, as compared with appropriate standards, and a copy of the review decision.

4. Component recommendations or any supplementary information bearing on the employee's duties' and responsibilities.

E. APPLICATION FOR APPEAL

1. The employee or his or her designated representative may file an appeal with the DoD NAF Personnel Policy Office after completing the DoD Component review level, except as outlined in paragraph **B.3.b** of this Appendix. The employee may file the appeal at any time. However, to retroactively correct an adverse action, the appeal must be filed within **15** calendar days of the date of receipt of the Component's decision. The appeal shall specify which part of

the decision the employee disagrees with. The time limit may be extended as outlined in subsection C.3. of this **Appendix**.

2. All decisions shall be based on the record established by the DoD Component's review of the employee's application, and by any pertinent information provided by the employee. However, the DoD NAF Personnel **Policy** Office may audit the job and take the results of the audit into account in reaching its decision. **An** employee has no right to have a representative present at a desk audit conducted by the DoD NAF Personnel Policy Office.

3. The DoD NAF Personnel Policy Office shall notify the employee and DoD Component, in writing, of its decision. If this office sustains the employee's application, the effective date of the change in classification of a position shall not be earlier than the date of the decision and not later than the beginning of the first pay period which begins after the 60th day from the date the application was filed, except when a later date is specifically provided in the decision. **An** appeal decision that corrects a downgrading or loss of pay retroactively shall require correction of records and supplemented salary payments. If the decision of this office sustains any other change in classification, such corrective action shall be implemented and effective no later than 60 days after receipt of the written final decision by the DoD Component. **An** appeal decision that results in a downgrading or loss of pay shall require corrective action consistent with the provisions of NAF personnel regulations.

F. APPEAL DECISION

The decision of the DoD NAF Personnel Policy Office is binding on all administrative certifying, payroll, disbursing, or accounting officers within DoD NAF activities. The decision is final and the employee has no further right to an administrative appeal.

HOW TO CONTACT THE DOD NAF PERSONNEL POLICY OFFICE:

IN WRITING: DoD NAF Personnel Policy Office
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Arlington, Virginia 22203-1989

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